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**SOUTHERN BARTON HEIGHTS
COMMUNITY ASSOCIATION**

BYLAWS

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ARTICLE I - PURPOSE

The name of this organization shall be the Southern Barton Heights Community Association, hereafter referred to as the Association. Its purpose is to promote a clean, safe, attractive, welcoming, and diverse neighborhood in Southern Barton Heights, a neighborhood that recognizes its heritage, and exhibits increased levels of homeownership and investment. The Association will work towards maintaining a high quality of life for existing and future residents who have a shared investment in the community and will promote interaction among all residents. Areas of concentration shall include: zoning and land use, housing, transportation, neighborhood character and public safety.

The boundaries of Southern Barton Heights are defined as follows: Wickham and Dove Streets on the north; Fritz street on the south; Richmond-Henrico Turnpike on the east; and Fendall Avenue on the west.

ARTICLE II - MEMBERSHIP

Section 1: A member of the Association is defined as any person residing, owning property, or operating or representing a business or other organization in Southern Barton Heights and paying annual membership dues if established.

Section 2: Membership dues, if deemed necessary, will be set by the Association.

ARTICLE III - ROLES AND RESPONSIBILITIES OF ASSOCIATION

The Association shall elect a Board of Directors and Officers every two years, ratify and amend bylaws, and approve plans and policy documents regarding the Southern Barton Heights neighborhood.

ARTICLE IV - MEETINGS

Section 1: The Association shall meet at least four (4) times per year, at a time and place to be determined by the Board of Directors.

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Section 2: A quorum of the Association shall be established as twenty-five percent (25%) of the membership or twenty (20) members whichever is less.

Section 3: Each member shall be entitled to one vote. If a quorum is present the affirmative vote of a majority of the members present and entitled to vote on the subject matter shall be the act of the Association.

ARTICLE V - BOARD OF DIRECTORS

Section 1: There shall be a Board of Directors elected by and from the Association. The Board of Directors will consist of nine (9) members who will have the responsibility of running the regular operations of the Association and acting on behalf of the full membership.

Section 2: The Board of Directors shall be elected every two years by a majority vote of the membership of the Association.

Section 3: The Board of Directors will consist of nine (9) members including four (4) Officers, one of whom shall be elected to serve as President of the Association, one of whom shall be elected to serve as Vice-President, one of whom shall be elected to serve as Treasurer, and one of whom shall be elected to serve as Secretary.

Section 4: In the event a Board of Director position becomes vacant, the Board may appoint a member to carry out the position's term until the next election.

Section 5: Officers, and other Board members, can be assigned standing committees to chair as determined by the President, or a majority of the Board.

Section 6: Board of Directors shall meet no less than four (4) times a year. Additional meetings can be called by the President or by a majority of the Board of Directors.

Section 7: A majority of the Board of Directors shall constitute a quorum.

Section 8: The responsibilities of the Officers of the Association are as follows:

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President- The President shall chair meetings of the Association and Board and represent the Association as called on to do so. The President gives leadership to the Board as it develops broad policies, does long-range planning, and carries out the tasks necessary to achieving the purpose of the Association.

Vice President- The Vice-President, in the absence of the President, performs the duties of the President. The Vice-President assumes other responsibilities assigned by the Board.

Secretary- The Secretary is responsible for recording the proceedings of the meetings of the Board and Association, keeping records of attendance, keeping a current roster of members of the Association, issuing notices of meetings, maintaining and preparing accurate minutes for distribution as designated by the Board, and seeing that permanent documents are in safe keeping.

Treasurer- The Treasurer is responsible for seeing that the funds received and expended are handled in accordance with good business practices and within the policies authorized by the Board. Other responsibilities include: seeing that financial reports, annual reports, and audits are prepared as requested by the Board and providing a financial report at all meetings of the Association.

ARTICLE VI - COMMITTEES

Section 1. The Southern Barton Heights Community Association shall have the following standing committees:

Neighborhood Character Committee- The Neighborhood Character Committee shall undertake actions to enhance the identity, appearance, and maintenance of Southern Barton Heights.

Transportation Committee- The Transportation Committee shall identify traffic problems and make recommendations on traffic patterns in Southern Barton Heights regarding safety and convenience.

Zoning Committee- The Zoning Committee shall monitor zoning and land uses in Southern Barton Heights and represent the community as necessary before the City Planning Commission, the Board of Zoning Appeals, City Council and other organizations and groups.

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Public Safety Committee- The Public Safety Committee shall promote and implement strategies and provide recommendations for a safe living environment in Southern Barton Heights.

Housing Committee- The Housing Committee shall be the formal liaison between the Association and other entities engaging in housing activities in the Community. The Housing Committee shall promote and encourage projects and programs which promote homeownership and the rehabilitation of homes and shall ensure City Housing Codes are met.

Public Relations Committee- The Public Relations Committee shall be responsible for communicating to the neighborhood and broader community all activities, events, and meetings involving the Southern Barton Heights Community Association. The Public Relations Committee shall also be responsible for promoting Southern Barton Heights as a quality neighborhood to live and visit.

Section 2: The President may establish additional committees and appoint members to those committees as necessary to conduct the business of the Association.

ARTICLE VII- TRANSITION

Section 1: These bylaws shall take effect upon ratification by a two-thirds (2/3) vote of representatives of Southern Barton Heights attending a meeting for which notice has been provided to all households in Southern Barton Heights.

Section 2: Upon ratification of the bylaws, the founding members of the planning committee (Rev. Dorothy A. Brooks; Mr. Robert M. Brunson, Jr.; Ms. Margaret H. Charles; Mrs. Stephanie Dashiell-McCoy; Mrs. Frances B. Evans; Rev. Christal Hairston; Mrs. Gail C. Townes; Ms. J. Pat Walden; and Mr. Richard C. Wright) shall serve as the Board of Directors until the next election.

Section 3: The planning committee shall present a slate of officers (selected from the founding members) for consideration at the meeting where the bylaws are ratified.

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Section 4: An open election for Board Members and officers shall be held within two years following the ratification of these bylaws

Section 5: All founding members shall be eligible for reelection. Any founding members not re-elected shall continue to serve as ex officio (non-voting) members of the Board of Directors for a period of three years beyond their initial term of office. These ex officio members shall be in addition to the nine elected members.

ARTICLE VIII - AMENDMENTS

Amendments to these Bylaws must be ratified by a two-thirds (2/3) majority of the Association. Proposed amendments shall be distributed to the membership no less than three weeks prior to consideration.

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